

## WHAT YOU NEED TO KNOW TO RENEW YOUR LICENSE FOR 2008 OR 2009

Public Act 157 of 2007 changes the license cycle for residential builders, maintenance and alteration contractors, branch offices and salespersons to a 3-year license cycle, from a 2-year cycle as it is now. Implementation of the 3-year license cycle will occur over the next two years. The Act also requires all Qualifying Officers to hold an individual license.

Public Act 158 of 2007 increases the annual license fee to \$60 for the first renewal cycle beginning June 1, 2008, or for the first license cycle beginning June 1, 2008, whichever comes first for the licensee. All renewals thereafter will include an annual license fee of \$50 per year.

Public Act 158 of 2007 creates a Builder Enforcement Fund for unlicensed activity. Part of the license fees will go into this fund. When the fund reaches \$3,000,000, the fees will go toward other enforcement or licensing activities by the department.

### **If Your License Expires May 31, 2008**

**Builders and Contractors** will receive a 3-year renewal application effective June 1, 2008 to May 31, 2011. Renewal fees will include an annual license fee of \$60 (\$60 x 3 years), plus a \$30 payment to the Homeowner Construction Lien Recovery Fund (\$10 x 3 years) for a total of \$210.

**Salespersons and Branch Offices** will remain on an annual renewal for the June 1, 2008 to May 31, 2009 license cycle, with a renewal fee of \$60.

Residential Builders, M&A Contractors:	\$210
Salesperson:	\$60
Branch Office:	\$60

**\*\*New License Requirements for  
Qualifying Officers Become Effective June 1, 2008.\*\*  
See Additional Information Below**

### **If Your License Expires May 31, 2009**

**Builders and Contractors** will receive a two-year renewal application effective June 1, 2009 to May 31, 2011. Renewal fees will include an annual license fee of \$60 (\$60 x 2 years), plus a \$20 payment to the Homeowner Construction Lien Recovery Fund (\$10 x 2 years) for a total of \$140.

**Salespersons and Branch Offices** will receive a two-year renewal application effective June 1, 2009 to May 31, 2011. Renewal fees will include an annual license fee of \$60 (\$60 x 2 years) for a total of \$120.

Residential Builders, M&A Contractors:	\$140
Salesperson:	\$120
Branch Office:	\$120

**\*\*\*IMPORTANT INFORMATION FOR QUALIFYING OFFICERS\*\*\***

**RESIDENTIAL BUILDER AND MAINTENANCE & ALTERATION  
CONTRACTOR  
CORPORATIONS, LLCs, AND PARTNERSHIPS**

- Effective June 1, 2008, Public Act 157 of 2007 requires that **ALL** Qualifying Officers hold an ACTIVE license as an Individual Residential Builder or Individual Maintenance & Alteration (M&A) Contractor.
- If a Qualifying Officer for a corporation, limited liability company or partnership does not hold an ACTIVE individual license on June 1, 2008, the residential builder or M&A contractor license for a corporation, limited liability company, or partnership, for which the individual serves as the Qualifying Officer, will be suspended.
- If a Qualifying Officer does not hold an ACTIVE individual license, the Qualifying Officer must immediately submit an Individual Residential Builder license application to the Builders Unit to ensure that a license as an Individual Residential Builder is issued prior to June 1. A copy of the individual's driver license or state personal identification card must also be submitted with the application. A licensee must keep his or her individual residential builder or M&A contractor license ACTIVE in order to serve as a Qualifying Officer.
- A corporation, limited liability company or partnership must still maintain an ACTIVE residential builder or M&A contractor license, in addition to the qualifying officer holding an individual license.
- We have developed an application form specifically for qualifying officers who need to become licensed as individuals in order to meet the requirement of the new law. **Click here** for a copy of the application, or contact the Builders Unit toll free at (866) 630-6608.

**Click here** for the full text of the bills implementing these changes.